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<b>FINDING INVOICES THAT HAVE BEEN SENT TO STARS .....</b>	<b>1</b>

# PAYMENT SERVICES USER MANUAL

## FINDING INVOICES THAT HAVE BEEN SENT TO STARS

### TO SEARCH FOR AN INVOICE

You can look up an existing invoice number to review an invoice or to view attachments or to attach a new scanned document. On the **Invoice** screen, the **Invoice Look Up** can find invoices that have been sent to STARS, whereas the **Status** screen cannot.

On the **Invoice** screen:

1. Click the asterisk next to **Invoice #** or place the cursor in the **Invoice #** field and press F3.
2. In the **Invoice Look Up** window, enter any combination of search criteria – invoice number, vendor name, business name, city, etc. in the dialog box. You can enter just the first part of your search criteria, e.g., a vendor name or invoice number.
3. Click **Find**. Use the scroll bar at the bottom of the search results to view all of the column headers (e.g., **Address**, **Status**, etc). Click the column headers of the search results to sort the list, if needed.
4. Click **Select** next to an invoice number to open it.

Figure 1 - Invoice look up

**Payment Services**  
**Invoice Look Up**

Invoice #  \*Input search criteria  
Name  Use "%" for wildcards  
Bus Name   
Address   
City  State   
Acct #  Doc  PO #  Group   
**Find** **Cancel**

Date	Invoice #	Vendor Name	Business	Address
Select 5/30/2006	123456789B	SAINT ALHONSUS REGIONAL MEDICAL CENTER	PO BOX 190930	PO BOX 190930

5. You can reuse the same invoice information (vendor, description, etc) by changing the **Invoice #** and clicking **Save As**. You cannot make changes to invoices already sent to STARS.
6. To view the fiscal coding and distribution, click the **Distribute** tab.
7. To view or attach scanned documents, click the **Attachments** tab.